

Financial Audits - Initial Setup and Workflow

Created on 01/07/2011 by: Jorge Rabassa

Financial Audits WORKFLOW in the Certification Portal (for Property Owners & Financial Auditors)

Financial Auditor Login

1. On the very first login to the Certification Portal the new Auditor will need to utilize the unique identifier/TIN assigned by MSHDA as the Username and the initial password also assigned to him/her by MSHDA staff. Once these credentials are keyed-in, the Certification Portal will force the new user to change both, the Username and the Password:

Michigan.gov
The Official State of Michigan Website
Michigan State Housing Development Authority
Friday, January 7, 2011

Certification n Line
Version: 4.5.2

Log In

Type your user name
F000002037

Password

Enter

[Change your user name/password](#) [Click Here >>>](#)

*Note: The user name and password fields are case sensitive.

Michigan.gov
The Official State of Michigan Website
Michigan State Housing Development Authority
Friday, January 7, 2011

Certification n Line
Version: 4.5.1
Powered by aod

Please setup a new Username and Password

User Name/Password

Current User Name
F000002037

New User Name

Current Password

New Password

Confirm Password

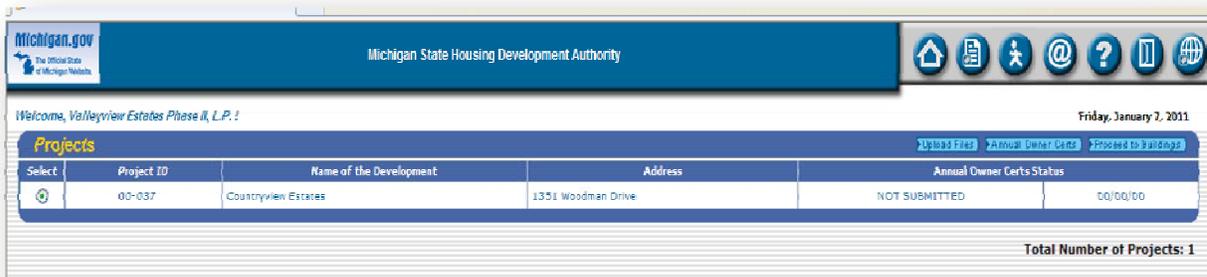
Enter

*Note: The user name and password fields are case sensitive and must be at least 3 characters long.

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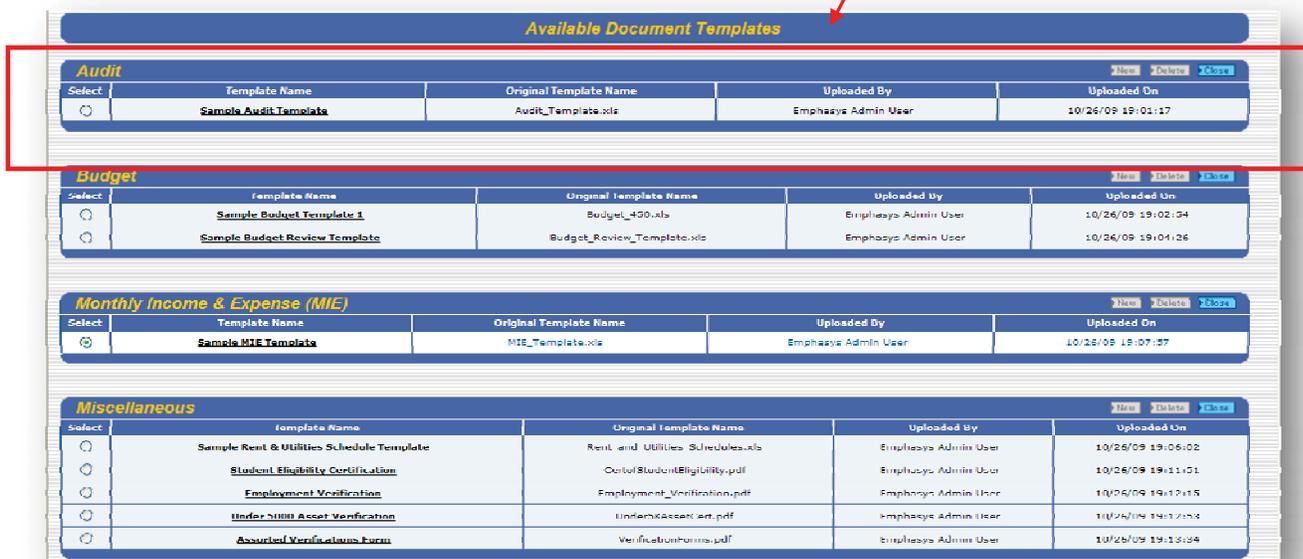
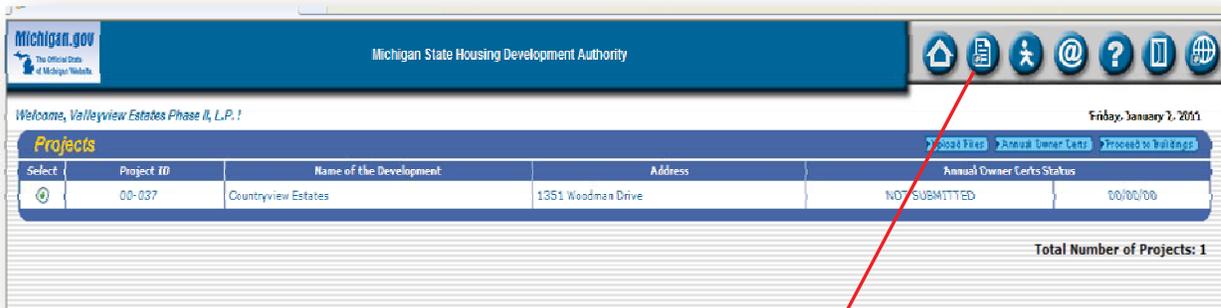
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The Certification Portal's landing page will only display properties linked to the Auditor logged in. The Auditor will NOT have access to any building and/or tenant data:



Auditors will only be allowed to access the following two areas of the portal:

- The “*Documents/Templates*” button located in the Certification Portal’s main banner. This option allows the auditor to download Audits-related documents and/or templates already published by the Housing Finance Agency:



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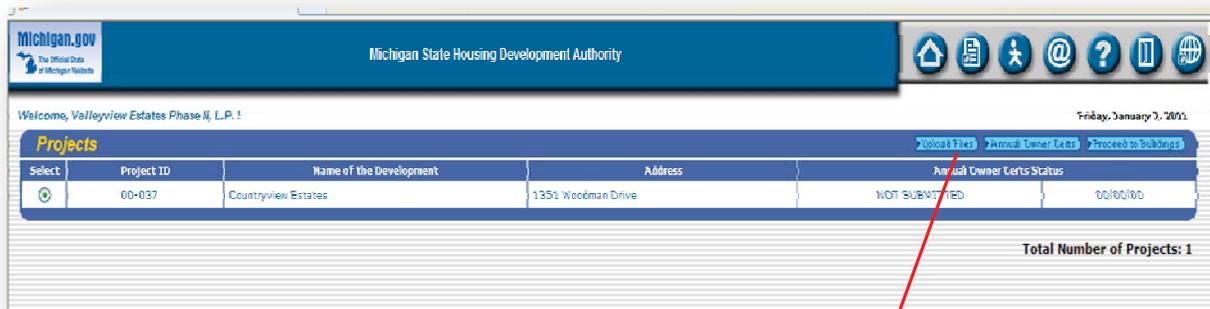
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- b. “[Upload Files](#)” button. Clicking this button will take the Auditor to the “[Project Documents/Files](#)” page where he/she will be able to attach the required Financial Audits documents and/or files for the selected development.

NOTE: The Auditor will only be allowed to attach “Audit” files with extension .XLS, .PDF and .CSV) and will only be allowed to submit the Audit .CSV file to the Asset Management module.

Attaching Audit Files to a Development

2. Click the “Upload Files” button located on the landing page of the Certification Portal. The user will be taken to the “[Project Documents/Files](#)” page:



3. On the “[Project Documents/Files](#)” page click the “New” button, to attach the completed Audit documents. The user will be taken to the “[Upload Documents / Files](#)” page where he/she will be able to **a)** select the reporting period from a dropdown box **b)** give the document/file a description, **c)** browse for and select the completed Audit documents from a user-selected location and **d)** click the “[Upload](#)” button to attach the document file.



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4. Once the completed Audit documents are attached to the development, the Financial Auditor can proceed to select the .CSV file and click the “*Submit*” button in order to send the file to the Asset Management” module for validation and database updating.

NOTE: The Certification Portal validates that only the .CSV file is submitted by the Auditor.

After the .CSV document is submitted, the “Submit Status” of the document is updated to reflect the results of the submission/validation process. If the file is successfully received by the Housing Agency, the status is changed from “NOT SUBMITTED” to ‘SUBMITTED’”. If there were errors during the initial file validation process, an error message in a popup window is returned to the user listing the failed validation(s). After the user acknowledges the error(s) from the initial validation process, the status of the file in the system is changed to “SUBMITTED W/ERROR(S)”.

NOTE: All the files already submitted to the Agency, and denoted as submitted in the system, can’t be submitted again. If the user wants to submit corrections to an already submitted document, they will need to attach and submit a new document. The history of submitted documents for a project will remain in the system as long as the project is available in the portal. The users can manually purge the attached file history using the delete button on the tool bar.

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Property Owner Login

1. On the very first login to the Certification Portal, the new Property Owner will need to utilize the Tax ID Number (TIN) assigned by MSHDA as the Username and the initial password also assigned to him/her by MSHDA staff. Once these credentials are keyed-in, the Certification Portal will force the new user to change both, the Username and the Password:

Michigan.gov
The Official State of Michigan Website
Michigan State Housing Development Authority

Friday, January 7, 2011

Certification On Line
Version: 4.5.2

Log In

Type your user name
F471889074

Password

Enter

[to change your user name/password Click Here >>](#)

**Note: The user name and password fields are case sensitive.*

Certification On Line
Version: 4.5.1
Powered by aod

Please setup a new Username and Password

User Name/Password

Current User Name
F471889074

New User Name

Current Password

New Password

Confirm Password

Enter

**Note: The user name and password fields are case sensitive and must be at least 8 characters long.*

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The Certification Portal's landing page will only display properties linked to the Owner logged in. The Owner will NOT have access to any building and/or tenant data (**unless he/she is also the Property Manager of the property**):



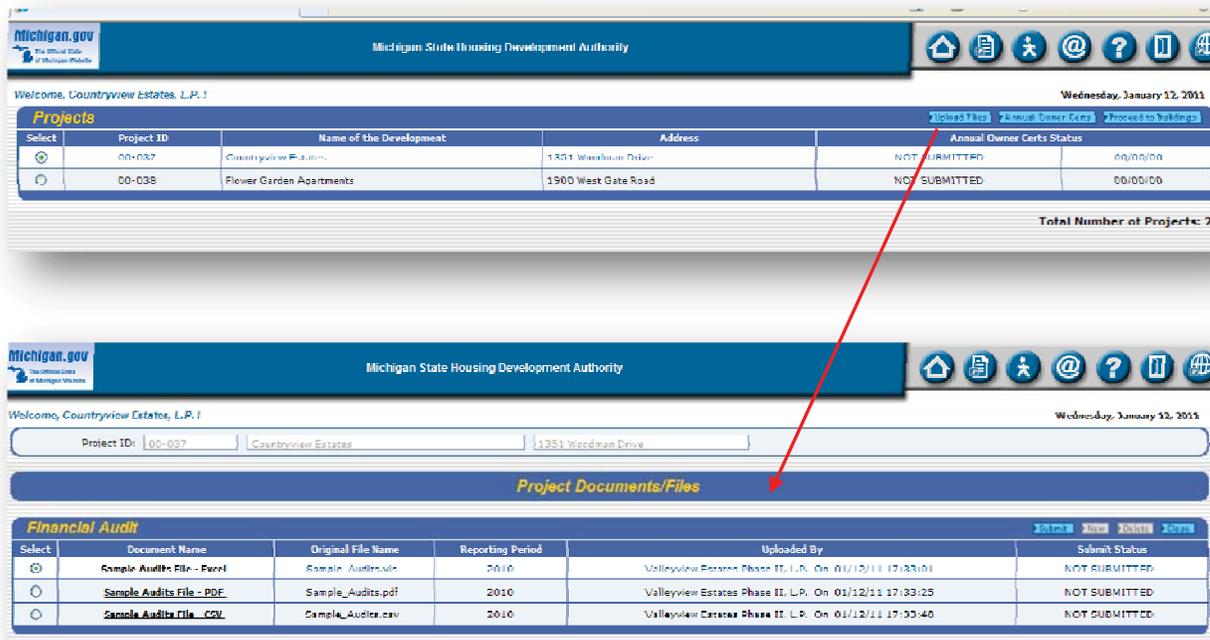
Owners will only be allowed to access the following area of the portal:

- "[Upload Files](#)" button. Clicking this button will take the Property Owner to the "[Project Documents/Files](#)" page where he/she will be able to "view" and "approve/certify" Audit files previously attached by the Financial Auditor for the selected development.

NOTE: The Certification Portal validates that the Property Owner only submits Audit files with extension .XLS and .PDF which have already been approved by the Financial Auditor.

Submitting Audit Files to MSHDA's Asset Management module

- Click the "Upload Files" button located on the landing page of the Certification Portal. The user will be taken to the "[Project Documents/Files](#)" page:



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3. On this page, the Property Owner will be able to review and “certify/approve” the documents previously attached by the Financial Auditor.
The Owner can proceed to submit the .XLS and PDF files to MSHDA’s Asset Management module by clicking the “*Submit*” button on the page.

After the documents are submitted, the “Submit Status” of the documents are updated to reflect the results of the submission/validation process. If the files are successfully received by the Housing Agency, the status is changed from “NOT SUBMITTED” to ‘SUBMITTED’.

If there were errors during the initial file validation process, an error message in a popup window is returned to the user listing the failed validation(s). After the user acknowledges the error(s) from the initial validation process, the status of the file in the system is changed to “SUBMITTED W/ERROR(S)”.